

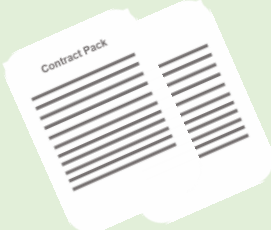


WHAT WE DO	WHAT YOU DO
<p>Send you your Client Care Pack so you have all the information you need</p>	<ul style="list-style-type: none"> • Read the pack carefully so you know what to do next and complete and return all required forms • Make sure you include as much detail as possible on the Property Information Form and Fitting and Contents form (if you don't know the answer, please state this rather than leaving a section blank) – your answers must be accurate • Provide your ID or a certified copy • Pay your initial payment on account so we can start work on your file • Send us the Energy Performance Certificate (EPC) for your property if you have one • If you have the deeds to your property or any other documents such as planning permissions or building regulations, guarantees etc please also send us these
<p>Check your identity – we have to comply with strict rules regarding ID and only certain forms of ID and certification are acceptable</p>	
<p>Once we have all the information we need, we draft the Contract of Sale</p>	
<p>Send the Draft Contract Pack to the seller's solicitors; average timescales from now to completion are 10 – 12 weeks for freehold properties and 12 – 14 weeks for leasehold</p>	
<p>Send you a Contract and Transfer to sign</p>	<p>Sign and return the Contract and Transfer</p>
<p>If you have a mortgage, we will request an initial mortgage redemption statement from your lender – we will send this to you</p>	<p>Check that you are satisfied that the amount on the redemption statement is correct, including any redemption penalties – if you don't agree with something, please tell us and also raise your query directly with your lender</p>
<p>Respond to enquiries from the buyer's solicitors – we may have to pass the enquiries on to you to answer</p>	<p>Provide as much information as you can so the enquiries can be satisfied speedily – if you don't know the answer, please tell us before you approach anyone else</p>
<p>Liaise with you and the buyer's solicitors regarding dates for exchange and completion</p>	<p>Advise us of your desired dates and any dates you cannot do</p>

Prepare for exchange (i.e. when you become legally bound to sell the property to the buyer) – we will request a final redemption statement from your lender and send you a Completion Statement which shows the balance due



We will ask the Estate Agent for their final bill



On the day of completion we receive the purchase money from the buyer's solicitors, pay off any existing mortgages, pay the Estate Agent bill and pay you the final balance

Hand over the keys to your property once we have confirmed the sale and move on to pastures new!

If you have a query about any aspect of the conveyancing process, just ask!
We'll be happy to help. Call us on 0114 249 6926 or email info@pmpl.co.uk.

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